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1067-7  
LIAISON 2  
Int'l (about)

29 March 1967

Dear

25X1A As an attachment to this letter you will find a 25X1A  
25X1A DDI Notice which assigns to our Operations Center certain  
support and coordination functions involving [REDACTED]  
[REDACTED] A second attachment is the Operations  
Center's SOP for these functions.

25X1A I am writing to you personally about this new ar-  
rangement, first, to reassure you that it does not alter  
your relationship to me as my personal representative  
[REDACTED]  
and also to underline some of the purposes I hope to  
achieve by it.

25X1A The Operations Center (in the person of its Field  
Support Officer, [REDACTED] is doing no more than take  
over some of the functions formerly borne by [REDACTED] 25X1A  
25X1A and the DDI Executive Staff. I am trying to divest the  
Executive Staff (which, as you may know, is currently  
headed by [REDACTED] of some of the day-to-day Directorate-  
wide support and coordination functions so that it can  
more efficiently perform its primary role of supporting  
me. At the same time, the DDI Representatives should bene-  
fit by the Operations Center's ability to devote more time  
and attention to their interests, at least to the extent  
of monitoring and following up on Headquarters-field  
communications.

This does not mean, however, that the Operations  
Center will get involved in communications between you  
and me, where there is a need for a direct dialogue.  
Anything addressed to the DDI will still come into my  
office for my attention.

On the other hand, if both you and the Operations  
Center operate as is now intended, the Headquarters-  
field correspondence and communications which do not  
require the DDI's personal attention will be facilitated  
under the new arrangement. Your requests for substantive  
back-up or comments on local intelligence positions can  
go directly to the proper action desk; documents like the

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[redacted] and estimates can go directly to OCR's Documents Division for duplication and rapid dissemination to the several offices that depend on them; [redacted]

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[redacted] reports won't have to be lugged clear up to the seventh floor before going to the OCI, ORR, and OCR offices that use them; and the items that do require the DDI's personal attention will not have to be winnowed out of a paper haystack.

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To achieve this, the Operations Center has been given [redacted] (supplied under separate cover) which I hope you and [redacted] will use for all communications addressed to the Directorate of Intelligence, reserving [redacted]

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[redacted] for communications addressed to me personally. The Operations Center should be the action addressee on all Directorate correspondence not requiring the DDI's immediate attention, and an info addressee on everything else.

In addition, I would like you to extend the practice of addressing DDI components directly--with the Operations Center as an info addressee--wherever efficiency will be better served by direct communications. Questions about an ORR intelligence memorandum should be addressed directly to ORR, correspondence dealing with NIE's can go directly to ONE, and any document dispatched to Headquarters for multiple disseminations or duplication should be addressed directly to OCR unless there are particularly sensitive political or security caveats involved. In all cases the Operations Center should be an info addressee, if only on the dispatch cover sheet. If you need a new list of [redacted] for this purpose, ask the Operations Center to send it to you.

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Finally, I want the new arrangement to result in a net increase in the exchange of informal questions, ideas, and suggestions between DDI Headquarters, as represented by the Operations Center, and the DDI field representatives. I am not encouraging you to start levying requests on the DDI or our analysts for original work in support [redacted] considering the personnel and money cutbacks we have been undergoing, this practice is even more taboo than when you left here for your assignment. But I am encouraging you to address the Operations Center with suggestions for minor procedural changes that might make your job easier or more effective, or with questions that can be answered at the working level.

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If you have comments or suggestions on the above, I hope you will try out the new arrangement by addressing them to the Operations Center. [REDACTED] in his turn will be advising you of modifications in the arrangement as we work them out.

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Sincerely yours,

/s/ R. J. Smith

R. J. Smith

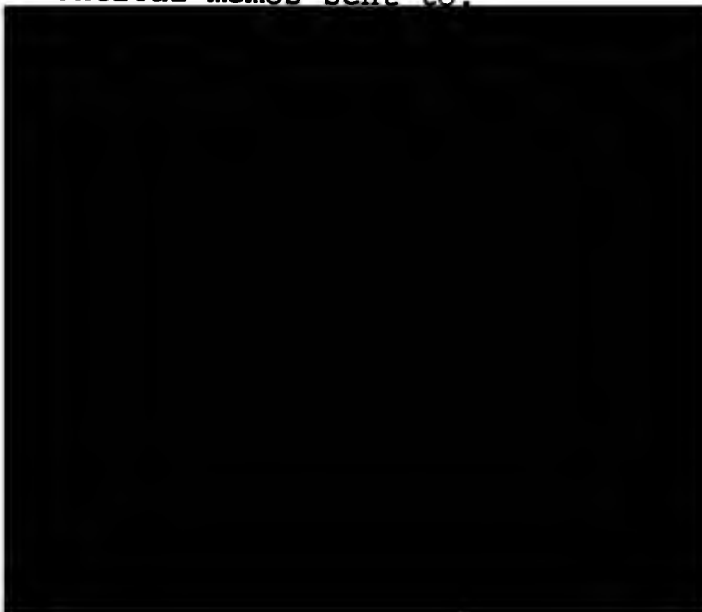
Distribution: *W/o Att*

- 1 - DDI Chrono
- 1 - DDI Admin
- 1 - DDI Files
- 1 - D/OCI
- 1 - D/OCR
- ✓ 1 - D/ORR
- 1 - D/ONE
- 1 - C/CGS
- 1 - D/OBI
- 1 - D/NPIC
- 1 - D/DCS
- 1 - [REDACTED]
- 1 - CS/Research, DDI
- 1 - IAS/DDI
- 1 - CIA, Ops Center

STATSPEC

Identical memos sent to:

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TRANSMITTAL SLIP		DATE
TO: ① D/ORB		
ROOM NO.	BUILDING	
REMARKS:		
② <del>DD/ORB</del> ③ <del>SA/RRW</del> ④ OD/ORB Files		
FROM: DDI		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)